

# **NORTHWEST FLORIDA STATE COLLEGE**



**Fall Semester**

**ASSOCIATE DEGREE NURSING  
PROGRAM**

**LPN to RN APPLICATION  
PACKET**

**NORTHWEST FLORIDA STATE COLLEGE**  
**ASSOCIATE IN SCIENCE DEGREE – NURSING**  
**FALL APPLICATION CHECKLIST – LPN to RN TRACK OF THE ASN PROGRAM**

**TO BE ELIGIBLE FOR ADMISSION TO THE NWFSC LPN TO RN TRACK OF THE ASN PROGRAM, YOU MUST:**

- ☐ Apply to NWF State College if you are a new student or reapply if you have not taken classes within the last year. Select AA Associates of Arts -General as your Academic Plan. **(NOTE: Do NOT select BSN!)** If you already have an AA or bachelor's degree, you can select Non-DegreeSeeking.
- ☐ Watch the current online NWF State College Nursing Program Information Session and submit post-test by March 1. **(NOTE: You will not be eligible to apply if you do not complete the information session.)**
- ☐ Submit Nursing Program Application Form by March 1. Application packets that include the application form are available on the college website: "Selective Program Admissions" page, "Nursing A.S.". **(NOTE: Applications will be accepted February 1 – March 1. Do NOT submit application materials before February 1.)**
- ☐ If you are applying for the LPN to RN transition track, you must have an active, unencumbered Florida PN license to be eligible. Applicants who are currently enrolled in a Practical Nursing program may apply, and if accepted, be granted provisional admission provided they obtain licensure no later than the first day of classes.
- ☐ Have a cumulative college Grade Point Average (GPA) of 2.50 or higher on a 4.00scale  
\*The GPA is cumulative and include ALL LOWER DIVISION (100/1000 and 200/2000) level college credit courses from NWFSC and ALL previously attended institution. For students who have not earned graded non-developmental college hours at a regionally accredited institution, the high school GPA at the time of graduation or GED scores will be considered.
- ☐ Score 75% or higher on the HESI RN Fundamentals Exam by March 1. **(NOTE: You may take the HESI RN Fundamentals Exam up to two times between July 2 and March 1. Scores from exams taken prior to July 2 will NOT be considered.)**
- ☐ Obtain PERT scores (or SAT/ACT scores) and complete all required college prep courses (if needed) by March 1. **IF YOU HAVE NOT COMPLETED COLLEGE LEVEL MATH AND ENGLISH COURSES, PERT SCORES ARE REQUIRED (unless you are exempt based on graduation from a FL high school in 2007 or later).** Check with a Student Success Navigator if you are unsure.
- ☐ Submit **official high school** transcript or GED diploma or score report to **NWFSC admissions office** by March 1. If you are currently taking classes at NWFSC, your transcripts will already be on file. **If you are currently** in high school, you must be 18 or older and have your diploma before the first day of classes.
- ☐ Submit **official** transcripts from all other postsecondary institutions attended including CLEP, AP, IB transcripts to NWFSC admissions office **by March 1**. If you are currently taking classes at NWFSC, your transcripts will already be on file. **Submit LPN program** transcripts for later use.

Tanya Beauregard, Director of Nursing  
Niceville Campus, Nursing Department  
Building 420, Room 333  
Email:  
[beauregt@nwfsc.edu](mailto:beauregt@nwfsc.edu)  
850-729-6400

**See a Student Success Navigator for  
advising or guidance on the application  
process:**

**Call 850-678-5111**

***We strongly recommend that you do NOT self-advise!***

**NORTHWEST FLORIDA STATE COLLEGE**  
**ASN PROGRAM SELECTIVE ADMISSION PROCESS – LPN TO RN APPLICANTS**

**Pool of Eligible Applicants**

1. Admitted to NWF State College
2. Completed Nursing Application (see posted application period on College website)
3. Completed current online NWFSC Nursing Program Information Session & submitted Post-Test/Confirmation form
4. Score 75% (conversion score) on the HESI RN Fundamentals Exam
  - May take this exam twice during the current application cycle
5. Must have an active, unencumbered Florida PN license or be eligible for Florida PN licensure. License must be submitted to the program before the first day of classes the semester you begin nursing courses.
6. Cumulative college Grade Point Average (GPA) of 2.50 or higher on a 4.00 scale\*
7. All final paperwork must be received by the application deadline:
  - Program application, Information Session Post-Test/Confirmation form, and a copy of FL LPN licensure (if available)
  - College placement testing scores and all required prep courses completed (if needed)
  - ALL transcripts (high school, other college/university, LPN program)

All eligible applicants accepted unless the number exceeds the available slots, in which case the following Point System will be used to select students.

**Selection Point System**

Item	Points
<b>a. Successfully completed general education courses (grade of C or higher) taken at NWF State College (points based on number of credits completed for a maximum of 5 points)</b>  <div style="text-align: center;"> <b>20 or more credits: 10 points</b>  <b>15-19 credits: 8 points</b>  <b>10-14 credits: 6 points</b>  <b>5-9 credits: 4 points</b>  <b>1-4 credits: 2 point</b> </div>	<b>/ 10</b>
<b>b. Cumulative college GPA* points: 3.00-3.49 = 5 points; 3.50 or above = 10 points</b>	<b>/ 10</b>
<b>c. Current Okaloosa or Walton County Residency</b> (subject to additional documentation upon request)	<b>/ 5</b>
<b>d. Anatomy &amp; Physiology (BSC1085C and BSC1086C or equivalent) course grades:</b> Grade of B or higher = 5 points for each course	<b>/ 10</b>
<b>e. Viewed NWFSC Nursing Program Information Session and submitted post-test</b> (1 point awarded for each correct answer on quiz).	<b>/ 10</b>
<b>f. LPN to RN applicants must successfully complete the HESI RN Fundamentals Exam.</b> A minimum conversion score of 75% on the exam is <u>required</u> for eligibility. Points for scores above 75% are awarded using the highest points earned (version 1 or version 2) Conversion score of 80% - 84.99% = 10 points Conversion score of 85% - 89.99% = 20 points Conversion score of 90% - 94.99% = 30 points Conversion score of 95% - 100% = 40 points	<b>/ 40</b>
<b>g. Military Service with honorable discharge: Proof of military service via DD Form 22, 22a, 256, 214 or 215</b>	<b>/ 5</b>
<b>TOTAL POINTS</b>	<b>Highest possible score 90 points / 90</b>

The applicants with the highest point totals are admitted first. If there is a tie among point totals prior to reaching program capacity, the following formula will be used to determine selection:

(Conversion score on HESI RN Fundamentals Exam) + (GPA X 25) = points

\* The GPA is cumulative using lower-division coursework only. For students who have not earned graded non-developmental college hours at a regionally accredited institution, the high school GPA at the time of graduation or GED scores will be considered. GPA and acceptance of transfer work is determined based on policies published in the current NWFSC Catalog and as determined by the Executive Director of Academic Records & Enrollment. College prep, developmental, and upper division courses will not be included in determining GPA.

## HESI Fundamentals Exam Information

The HESI Fundamentals exam is a computerized test that is made up of multiple choice questions. Expect questions on nursing basics and the nursing process, including assessment, diagnoses, planning, implementation, and evaluation. There will also be questions on safety, human growth and development, safety, and mobility.

**IMPORTANT:** The HESI Fundamentals exam may be taken twice during the current application cycle.

If you take the exam more than two times during the application cycle, only the scores from the first two exams will count towards your program application. No scores will be considered from previous cycles.

Study Material Suggestion: Study Guide for Fundamentals of Nursing 2nd Edition from Elsevier.

\*It can be purchased on the Elsevier website or from Amazon.

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### Selection Points

For minimum eligibility: you must score a minimum conversion score of 75% on the exam.

Points for scores above 75% are awarded using the highest points earned (version 1 or version2). Please see the Selection Points System on page 3 of this application packet for specific details regarding how points are awarded.

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### To Schedule the HESI Fundamentals at the Niceville or Fort Walton Beach Campus or the Sikes Center in Crestview

- ❑ You must schedule an appointment with the Testing Center to take your exam by using their Online Scheduling System:  
**Register Blast**
- ❑ The HESI Fundamentals exam is given at the Niceville Testing Center in Building 410 or the Sikes Center
- ❑ in Crestview You have four hours to complete the exam, so please allow yourself enough time to finish your test before closing. If you do not complete the exam before closing, you will not be allowed to return to finish the exam at a later date.
- ❑ Before arriving to take your exam, You **MUST** set up your Evolve account. (See information box below)
- ❑ The Testing Center will determine **which version of the exam** (version 1 or version2) you need to take **based on the current application cycle.**
- ❑ You must present a government-issued photo ID or NWFSC ID Card when you arrive at the Testing Center to take your exam.
- ❑ The testing fee plus Testing Center registration convenience fee must be paid at the time of registration. You must pay this fee each time you take the exam.

### Exam versions:

- Even if you took the Fundamentals exam in the previous application cycle, you MUST take version 1 of the exam in the current cycle; you have the opportunity to take a second version within the current cycle.
- If you have taken the exam during the current application cycle in a different location (via Distance Testing or at another college other than NWF State College), be sure to communicate this with the Testing Center upon registration. Take version 2 of the exam here and contact Evolve to have your first exam scores sent to Tanya Beauregard at [beauregt@nwfsc.edu](mailto:beauregt@nwfsc.edu).

### If you have questions about how to register for the test, please contact the Testing Center:

**Phone:** (850) 729-6016

**Email:** [testing@nwfsc.edu](mailto:testing@nwfsc.edu)

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### Before Test Day

- **You MUST set up your Evolve account prior to arriving on testday.**
- To set up your Evolve account, click [here](#)
- After filling in your personal information you will be given your user name and password. Remember this in order to expedite your login on test day.

**We cannot assist you in retrieving your user name and password at the time of the exam.**  
**If you cannot remember this information, you will not be permitted to take the exam.**

### Things to Bring on Test Day

- Photo ID (such as Driver's License or Student ID)
  - Your username/password for your Evolve account (see above)
- 

### Test Results

- Your results should be available within 24 hours. You will receive an email with a link to your Evolve account to access your scores.
  - This E-Mail will be sent to the address you provided when you created your Evolve account.
  - If you take the HESI Exam at the Niceville Campus OR through using the NWFSC code if taken at a Prometrics Testing Center, your scores will be sent to the nursing department electronically.
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### Repeat Test

- You are only allowed two attempts to take the exam during the application cycle. If you take the exam more than two times during the application cycle, only the scores from the first two exams will count towards your program application.
- The highest score you earn on each individual component will be applied towards your points
- Only scores earned in the CURRENT application cycle will be considered

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## To Schedule a Test at Another Location (Distance Testing)

- If you live within the United States, you may take the exam at any Prometric Testing Center. The cost for the exam through Prometric is higher than on campus.
- First, you will follow the instructions on the next pages to create an account on [Evolve.Elsevier.com](https://evolve.elsevier.com) and request to schedule a Distance Exam.
- Once you receive your Eligibility notification email from Elsevier, you will be directed to schedule and pay for your exam via the Prometric website.
- To find an exam center near you visit [Prometric Elsevier](https://prometric.elsevier.com).
  - Click on "Locate"
  - Click on the dropdown menu on "Select a Test"
  - Scroll down and select "HESI Fundamentals Assessment Version 1" or "HESI Fundamentals Assessment Version 2", depending on whether this is the first time or second time you are taking the exam during the *current* admission cycle.
- Go to the testing center of choice, on the scheduled date and time, with your Evolve username & password, along with a valid government issued photo ID.

### NORTHWEST FLORIDA STATE COLLEGE DISTANCE TESTING Department ID: 199193

#### IMPORTANT INFORMATION:

1. Do not use the school's department ID as your student ID when creating your student Evolve account.
2. The first and last name on your Evolve account must be the same as it appears on your government issued photo ID with signature (i.e. Driver's License or Passport). You will not be admitted into the testing lab if there is any discrepancy between what is listed on your Evolve student account and what is presented on your ID.
3. Your government issued ID must include your signature and a photo that resembles your current appearance to gain admittance into the testing center (your middle name/initial is not required).

You will receive an email Confirmation Notice indicating that you may schedule your exam. Please carefully review the information contained in your Confirmation Notice. If name is not correct, or has been changed, please contact [Prometric Elsevier](https://prometric.elsevier.com). Failure to do so could result in forfeiture of your testing appointment and associated fees.

#### PLEASE NOTE:

You will receive your Eligibility ID within 1-3 business days from receipt of your eligibility request. If you do not see the notification, please check your spam/junk folder.

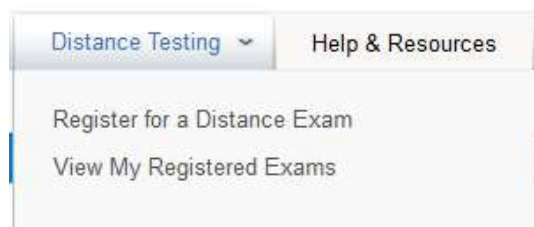
## Distance Testing How to Guide

### Registration Steps:

1. Create an Evolve Student Account at [evolve.elsevier.com](http://evolve.elsevier.com).
2. Log into your Evolve Student Account and click on the Student Access link.



3. Click the Distance Testing tab and select Register for a Distance Exam:



4. Enter your school's department ID and select your exam (Obtain the student informational document from your school, as it contains the school's department ID).
5. Confirm that your first and last name match your government-issued photo ID (driver's license or passport). Your ID must contain a photo and signature. Note: the testing center will not review your middle name or address when checking you into the center to take your exam.
6. You will receive an email within 1-3 business days with your eligibility ID and directions for scheduling and paying for your exam.
7. Please review all instructions on the Prometric website page titled Information Review:

#### Information Review

##### How to Become Eligible

Please contact your prospective school for eligibility instructions.

You will receive a Confirmation Notice indicating that you may schedule your exam. Please carefully review the information contained in your Confirmation Notice. If any of the information is incorrect or if the information has changed, please contact Elsevier Review and Testing in Houston at [exameligibility@elsevier.com](mailto:exameligibility@elsevier.com).

##### What to Bring to the Testing Center

You will be required to present one valid, government-issued photo ID (e.g., driver's license or passport). The identification document must be in Latin characters and contain your photograph. All other personal items must be locked in a locker for test security purposes, so please limit what you bring to the testing center.

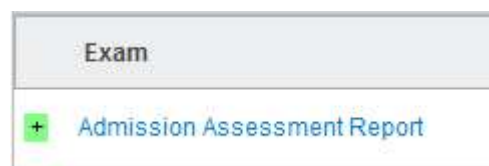


## Testing Day:

1. What to bring: Valid government-issued photo ID (driver's license or passport), Evolve username & password. The proctor will be confirming that your signature and first & last name match your ID before you are allowed to enter the testing center and take the exam.
2. Breaks:
  - a. Candidates are free to take breaks as needed.
  - b. Do NOT click the exit button on your computer screen, as this will end your testing session and you will have to pay for another session.
  - c. Your break time will be part of your seat time.
  - d. Should you experience technical difficulties when testing, it is imperative that you collect a ticket from the testing proctor and contact Elsevier (800-950-2728).
3. Results:
  - a. You will be able to see your grades at the testing site, unless blocked by your institution.
  - b. Some testing sites may let you print the results.
  - c. You will have access to Admission Assessment results and online remediation within 72 hours of completing your exam by logging into your Evolve student account. All other exam types can take up to 21 business days.
  - d. Click on the My Exams tab to access your results



- e. Your Critical Thinking results will be on a separate report and can be accessed by clicking the plus sign by the Admission Assessment Report to list all modules taken. You will then click on the Critical Thinking link to access the report.





**Northwest Florida State College Associate  
Degree Nursing Program Application**  
**(PLEASE DO NOT SUBMIT BEFORE February 1)**

**PERSONAL INFORMATION**

NWFSC Student ID Number \_\_\_\_\_ Birthdate \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Other Legal/Maiden Name(s) Under Which Records May Be Found \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Phone \_\_\_\_\_ College E-Mail \_\_\_\_\_

High School Graduate/GED? Yes ☐ If no, when do you expect to graduate? \_\_\_\_\_  
No ☐

**Note: You must be 18 years or older and have graduated from high school before Nursing classes begin.**

**PLEASE CHECK THE PROGRAM TO WHICH YOU ARE APPLYING:**

☐ **Associate Degree Nursing (RN)**  
☐ I earned a bachelor's degree (B.A., B.A.S, B.S) with a 3.0 GPA or higher prior to the application deadline.

Indicate degree, institution, and year obtained \_\_\_\_\_  
\_\_\_\_\_

☐ **LPN to RN Track**  
☐ I have an active, unencumbered Florida Practical Nursing (PN) license (**submit a copy of your Florida PN license with this application**)  
☐ I am eligible for a Florida PN license (hold a PN license in another state or am currently enrolled in a PN program). I understand that, if accepted, it will be provisional until a **copy of my FL PN license is submitted, which must happen no later than the first day of classes.**

I certify that the information provided on this application is true and understand that reporting false information will result in my disqualification from the applicant pool and program. I understand that unprofessional or uncivil communication with college and program representatives may disqualify me from the applicant pool.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**SUBMIT THE FORM ELECTRONICALLY BY March 1 to [asnursing@nwfsc.edu](mailto:asnursing@nwfsc.edu).**

**Applications received after the March 1 deadline will not be considered.**

Northwest Florida State College  
Associate of Science in Nursing Program (RN)  
**Fall Information Session Post-Test and Confirmation Form**

**Step 1: Provide your information below: (Please print neatly)**

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

College Email: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 2: Complete the Information Session Post-Test**

1. An applicant earned a conversion score of 76% on the HESI RN Fundamentals Exam version 1, and a conversion score of 87% on version 2. How many points will the applicant receive for the Selection Point System?
  - A. 5
  - B. 30
  - C. 20
  - D. 10
2. What is the final date that official transcripts may arrive at the College to meet the Fall application deadline?
  - A. July 1
  - B. June 30
  - C. March 1
  - D. Sept 1
3. An applicant's GPA is calculated using all lower level (1000/2000) classes taken at NWFSC and any other college or university previously attended.
  - A. True
  - B. False
4. An applicant that has any questions regarding eligibility for licensure in nursing due to problems with past felony charges will need to contact the State of Florida Board of Nursing for answers to their questions.
  - A. True
  - B. False
5. An applicant who applied for the program met all the requirements but was not accepted. This same applicant wants to apply again. The only action required of the applicant for this new application cycle will be to complete a new application to the program.
  - A. True
  - B. False

6. An applicant made an A in BSC 1085C and a C in BSC 1086C. How many points will the applicant receive for this on the Selection Point System?

- A. 10
- B. 0
- C. 2
- D. 5

7. An applicant has taken 5 courses at NWF State College totaling 16 credits and earned an A or B in each one. How many points will he receive for these on the Selective Admission Point System?

- B. 2
- C. 4
- D. 10
- E. 8

8. All general education and nursing courses required for an AS in Nursing degree must be passed with a grade of C or higher.

- F. True
- G. False

9. An applicant who graduated from an out-of-state high school took the college placement test. Based on her results, she must take Intermediate Algebra (MAT1033A). It is July 15 and she has not yet taken this course. Her HESI A2 scores are all above 75% and she submitted all paperwork by the deadline. Does she meet minimum eligibility?

- H. Yes
- I. No

10. How many points will an applicant receive for prior military service if they send in proof of service with their application by the deadline?

- J. 20
- K. 0
- L. 5
- M. 10

**Step 3: Sign the confirmation:**

By signing this form, you are stating that you watched the online information Session for the RN program and that you understand the application process (minimum eligibility requirements and timing) for the Northwest Florida State College Nursing Program.

Signature: \_\_\_\_\_

Submit the form and application electronically to [asnursing@nwfsc.edu](mailto:asnursing@nwfsc.edu)



# NORTHWEST FLORIDA STATE COLLEGE

## Associate in Science in Nursing (RN) Curriculum

Semester	Course ID	Course Name	Credit Hours
Before Starting Nursing courses.	BSC 1085C	Human Anatomy & Physiology I	4
	ENC 1101	English Composition I	3
	(MAC 1105 , STA 2023, MAC 2311, MGF 1106, or MGF 1107)	College Level Math	3
		<b>TOTAL</b>	<b>10</b>
		<b>LPN COHORT MUST HAVE A&amp;P 1 and 2 Completed To Start in Semester 2</b>	
Semester 1	BSC 1086C	Human Anatomy & Physiology II	4
	HUN 2201	Nutrition	3
	NUR 1021C	Nursing Process I	6
	NUR 1021L	Nursing Process I Clinical Experience	4
		Pharmacologic Principles in Nursing I	1
		<b>TOTAL</b>	<b>18</b>
		<b>LPN Cohort must take Nutrition by the End of Semester 4</b>	
Semester 2	DEP 2004	Human Growth & Development	3
	HUM _____	Humanities Elective+	3
	NUR 1231C	Nursing Process II	5
	NUR 1750L	Nursing Process II Clinical Experience	4
	NUR 1142	Pharmacologic Principles in Nursing II	1
		<b>TOTAL</b>	<b>16</b>
Semester 3	MCB 2010C	Microbiology	4
	NUR 2233C	Nursing Process III	6
	NUR 2233L	Nursing Process III Clinical Experience	4
		<b>TOTAL</b>	<b>14</b>
Semester 4	<b>POS1041 or AMH2020</b>	<b>American Government or American History II*</b>	3
	NUR 2241C	Nursing Process IV	5
	NUR 2241L	Nursing Process IV Clinical Experience	3
	NUR 2811L	Nursing Clinical Practicum	3
		<b>TOTAL</b>	<b>14</b>
<b>TOTAL HOURS</b>			<b>72</b>

+Be sure to take a "Core" Humanities course that incorporates the Oral Communication component which satisfies the program's

"Speaking-Across-the-Curriculum" requirement. If you have a previous bachelor's degree, you have met this requirement.

\*New requirement replacing Psychology/Sociology starting Fall 2022. Must pass the Florida Civic Literacy Exam (FCLE)